

FAIRFAX COUNTY PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES
March 12, 2014

Chairman Willard O. Jasper called the meeting to order at 7 p.m.

PUBLIC COMMENTS – Jennifer McCullough, President, FCPL Employees’ Association

MINUTES – motion moved and accepted to approve the January 2014 minutes.

CHAIR’S REPORT – introduced Michael Donovan, Braddock District as well as Priscille Dando, Fairfax County Public Schools.

- A. Not able to confirm a meeting time and will go directly to the Chairman of BOS to confirm a date and time to meet with her and the Board of Supervisors.
- B. Budget Public Hearing confirmed for Thursday, April 10, 2014 at 3:00pm.

COMMITTEE REPORTS

- A. Library Foundation – Mary Petersen – no new issues to report.
- B. Budget Committee – in Chair Kristin Cabral’s absence, Chairman Jasper referred to Attachment #2.
One item noted in the report was recommending an additional \$1 million be added to the 2015 budget to be used for youth services; staff, including training; and technology services. If approved, it would be a total of \$2 million, to be included on the 2014 budget.
Mr. Cutrone asked that in November meeting, the board of Trustees requested \$1 million be added to the budget, is the \$2 million you just mentioned based on the \$1 million or is it based on the adjusted number the County Executive gave, which was \$1 million over four years?
Mr. Clay answered it is the \$1 million consideration item plus an additional \$1 million. They are not connected.
Mr. Cutrone – so it’s \$250,000 a year for four years plus the \$1 million that we are requesting plus another \$1 million. For one year it would make a total of \$2.25 million, if approved.
Chair Jasper, yes, if approved.
Ms. Delaney – would like to clarify what the \$2 million makes up. \$1 million spread across four years, \$1 million for you services, what is the other \$1 million for?
Chair Jasper – materials
Mr. Cutrone – his confusion is that, we requested \$1 million for collection, the response as he understood was, the BOS said they are willing to put it in the budgetary consideration items, then, after that point, the County Executive said, in his budget, for the next year, he was putting \$1 million towards collection, spread across four years. So, as Mr. Cutrone understood it, the \$1 million spread across four years was supplanting the BOT single \$1 million request, not in addition.
Mr. Clay – in the budget committee meeting, the BOT previously recommended \$1 million.
Chairman Bulova said they would put \$1 million as a consideration item, clarified to just books, not non-fiction. The BOT Budget Committee met and requested, in addition to the initial \$1 million, a second \$1 million. The County Executive submitted what he thought was appropriate based on his knowledge of the system.

Chair Jasper motioned to accept the Budget Committee recommendation. Moved and seconded that the Budget Committee report is accepted.

Ms. Delaney asked what evidence are we going to use to back the request for \$1 million? The BOT needs to make a strong case by providing evidence of how the requested funds will be used.

Mr. Cutrone and Mr. Heinrich both agree with Ms. Delaney and asked Director Clay to provide a report at the next BOT meeting. Mr. Clay answered yes.

Mr. Cutrone opposed the motion. The ayes have it and the motion was carried to approve the Budget Committee recommendation report.

- C. Ad Hoc Evaluation and Communications Committee – Ms. Delaney advises the committee met on February 26th to discuss the first steps in developing a survey on topics of priorities of a wide range of library users and non-users. This survey will be critical for future strategic planning and producing an evidence-based proposal for changes to the system and any resulting budgetary requests. Key factors discussed were identifying a wide range of stakeholders, identify best practices to capture the needs and priorities of those groups and establishing a timeline for projects. Seeking feedback from the Library Board to ensure that we capture a wide range of stakeholders to include students of a variety of ages, seniors, ethnic groups, library users, non-library users, families with children, pre-school parents. Will take a custom approach when capturing data from these individuals. Two points for consideration before the board are, do we need to expand the list of stakeholders and are there any thoughts on what types of data we would find most useful to collect from these individuals? It is critical to set a timeline. The process could take 3 – 7 months for data to start coming in.
- D. Ad Hoc Floating and Discards Committee – Ms. Clements advises the committee met on several occasions with Liz Rhodes. The reports coming in should come to the BOT not just to committee members. Would like to remove the Floating and Discards as an ad hoc committee. Chair Jasper stated he will consider it and advise. Ms. Clements reviewed the updated timeline. In the decentralized instructions to branch staff, we have asked to take a look at deleting poor condition books. The Friends Groups have a state in some issues and there will be a Friends Forum on March 30, 2014. Everything meets and possibly exceeds external audit requirements. There is a major push for no more books in the bins. The report can be refined.
- Mr. Heinrichs advises some points on the report still under discussion. The committee has not met since the report came out and he has had several conversations with librarians in his district. The Friends Groups is unclear about donating books to other Friends Groups. There is a question about the County delivering books to other Friends Groups. That issue is still being looked at.
- E. Personnel Committee – Ms. Koplitz advises the first meeting will be held on March 20, 2014.
- F. Planning Committee – Mr. Cutrone advises nothing to report.

DIRECTOR'S REPORT

The Library Director reported on the following:

- A. Financial Issues
1. FY 2014 Budget – nothing new to report
 2. FY 2015 Budget status – session of the BOS to be held on Monday, March 17, 2014. Waiting to see what the County Executive's recommendations will be. Also waiting to see the list of consideration items.
 3. Library Board Monthly Revenue Report – coming in on target.
- B. Capital Issues
1. The Advertised Capital Improvement Program mentions the library's various projects and feasibility study.
 2. Woodrow Wilson Library renovation moving along.
 3. Tysons-Pimmit renovations moving along.

4. Pohick Regional Library renovations also moving along.
 5. Facilities Update: report on surviving the polar vortex.
- C. Timeline Recommendations – updated reports on timeline attached for review.
Mr. Clay pointed out the Friends’ Discard Survey which shows that only one friends group is interested in receiving discards. Mr. Heinrichs stated County discards are not a high priority.
 - D. Interim Report on Floating – interesting report on net lenders and receivers.
 - E. Well Run Branch – evaluating branches on several levels.
 - F. Early Literacy Outreach visits – program benefits greatly from its volunteers. Mr. Cutrone asked who is doing the visits? Mr. Clay answered it is headed by an agency within the library and works in consultation with communities. Supported by Foundation dollars.
 - G. Staff Day 2014 Survey – the objective is to bring all branches together, the strength of staff day is for all staff to get to know one another, will also have work sessions. The committee has gathered information, proposing an all day event resulting in closing the library. A tentative date is Thursday, October 2, 2014. Ms. Clements asked if the BOT are invited. Mr. Clay answered yes.
 - H. 2014 State Aid Budget Amendments – doesn’t know the outcome of the proposed increase. Might possibly receive \$50,000 if funded as currently proposed. It is on hold.
 - I. Lost and Found – final draft for review.
 - J. Outline of Topics for Governance Training – attached document for review. Mr. Clay will follow-up with BOT at April Board meeting.
 - K. Yahoo Delivery of Library Notices – reported issues with Yahoo customers not receiving email notices. The issue has been resolved.
 - L. Marketing Update – March marketing plan which shows marketing efforts.
 - M. Friends of the Library Annual Donation – funds directly from the Friends to the Library.

CONSIDERATION ITEMS - None

ACTION ITEMS –

- A. Re-establishment of Library Board Technology Committee – reviewed information from a previous technology committee. Mr. Cutrone pointed out the description which seems like a facilities issue and asked that the mandate be properly defined. Mr. Heinrichs stated he is concerned that many board members have no technology experience. Dr. Sirh states it is important that we have a technology committee. Mr. Clay advised he would provide some specific issues that might help further understanding. Chair Jasper delayed the action until additional information is provided.
- B. Proposed Code of Conduct for FCPL Customers – Chair Jasper delayed the action until additional information is provided.
- C. Request to Defer Delinquent Accounts in Excess of \$500 – motion accepted to approve this action item.

Mr. Cutrone moved to have the personnel subcommittee review the use of paid admin leave for exempt employees when the county grants merit employees emergency leave. The motion was seconded and approved.

Ms. Clements requested a report from the Economic Development Authority regarding its publication which excluded libraries. Chair Jasper advised he would look into it further.

INFORMATION ITEMS – No questions asked.

ROUNDTABLE

Mr. Cutrone thanked the staff for their help, particularly the Marketing Department for resurrecting the monthly calendar. He also welcomed the new board members. Mr. Cutrone reiterated the request for funds needs to have a clear argumentation and address the library's needs.

Mr. Heinrichs welcomed the new board members.

Ms. Koplitz welcomed the new board members. Also, we don't need to be tech experts but we should be aware of technology.

Ms. Dando – no comment at this time.

Ms. Clements welcomed the new board members. Thanked the speakers. Please with Woodrow Wilson construction. Talk to your Supervisor. The link with the school system is important.

Mr. Donovan is looking forward to working with the trustees.

Ms. Delaney welcomed the new board members. Appreciates efforts to move forward, we are now actively recruiting staff. To improve our presence, possibly advertising to highlight our efforts to show our vision for moving forward.

Dr. Sirh – welcomed the new board members. While in CA, he visited a Santa Monica central library and saw a discarded book that was in bad shape. Texas is advocating electronic books which is the future.

Chair Jasper asked that everyone visit their Supervisor to ask for their support on the 2015 budget. Welcomed the new board members.

The meeting was adjourned at 8:40pm.

Members Present

Will Jasper
Sam Clay
Michael Cutrone
Liz Clements
Michael Donovan
Priscille Dando
Karrie Delaney
Dr. Joseph Sirh
Peggy Koplitz
Don Heinrichs

Members Absent

Mary Petersen
Kristin Cabral
Charles Fegan

Respectfully Submitted:

Approved:

Edwin S. Clay III
Library Director

Willard Jasper, Chair
FCPL, Board of Trustees